

SPECIAL PAY/TIME ADJUSTMENT WORKSHEET FOR RETRO SALARY ADJUSTMENT

This form must be completed and submitted with the Special Pay/Time Adjustment Sheet when processing a retroactive salary adjustment.

Employee Name: _____ Employee ID # _____

Reporter: Exception Positive

Retirement: Employee/Employer Paid Employer Paid

Workweek: Standard Non-Standard Innovative

Regular Days Off: Mon Tue Wed Thu Fri Sat Sun

Effective Date: _____

Pay Type _____

New Grade/Step _____ Hrly Rate \$ _____

Old Grade/Step _____ Hrly Rate \$ _____

Difference \$ _____

(Show Calculations Below)

| Week Ending Date | Pay Type * | # of Hours | | Difference | | Amount for Pay Type |
|------------------|------------|------------|---|------------|---|---------------------|
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| | | | X | | = | |
| TOTAL | | | | | | |

*On Special Pay/Time Adjustment Sheet, enter the event code of PADJ if the event code being adjusted is subject to retirement, or PADJX if the event code being adjusted is not subject to retirement.